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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 May 1959

FROM : Acting Chief, Plans and Policy Staff

SUBJECT: Language and Area School Survey

At your direction, [REDACTED] and the undersigned interviewed various individuals concerning criticisms of the operations and procedures of the Language and Area School. The comments made by each individual interviewed are attached for your information. Recommendations which are set forth below will no doubt be augmented upon the conclusion of the procedural study being made of the language program by [REDACTED] of the Management Staff:

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(1) Action should be considered to eliminate or revise the procedures of the Qualifications Review Panel. As a result of the various criticisms made, Panel procedures were discussed with [REDACTED] and he has revised the procedures to eliminate approximately one-third of the Panel meetings. He is also eliminating one interview of the prospective student. Where there is no question about the nature of the request for language training or the student's language aptitude, interviews are being eliminated entirely. It is essential that if the Panel is retained, delays in approval action must be eliminated.

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(2) A complete and detailed explanation of the language tests should be given all training officers and the individuals being tested. Explanations should be given to the latter group before the tests are administered. Why the tests are necessary and the use made of the results for the student's benefit should be common knowledge and the explanation should be completely understandable.

(3) A detailed report of the policy and procedure on language training at external facilities should be prepared by C/LAS and R/TR.

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(4) [REDACTED] received both 25X1A9a
praise and condemnation from the people interviewed.
Therefore, a recommendation on necessary action is
difficult. Criticisms could be the result of personality
clashes. It is suggested that [REDACTED] 25X1A9a
[REDACTED] read the criticisms made of their activities in
order that they can be constructive in future relations
with the parties concerned.

(5) Both C/LAS and R/TR should take what action
they deem necessary to insure that competent and
knowledgeable people will be available to answer
telephone inquiries at any time.

(6) A copy of this survey should be forwarded to
C/LAS and, if believed necessary, to the Registrar
for review and correction of any of the named diffi-
culties. A report of corrective measures or new
procedures should be forwarded to DTR in order
that the OTR product can be improved. Advice
should then be provided [REDACTED] of the 25X1A9a
Inspector General's Office of the action taken.

(7) Chiefs of all Schools and Staffs should be
advised that any major criticism of the Office of
Training, either from an Agency component or any
external source, shall be brought promptly to the
attention of the Director of Training in complete
detail.

(8) To assist the DTR in his responsibilities,
it may be desirable to implement that portion of the
Plans and Policy Staff mission which reads,
"...conduct such inspections and reviews
necessary for the accomplishment of the mission
of OTR." A periodical and systematic review and
inspection of OTR functions by PPS, as staff assist-
ants to DTR, may reveal other areas where improve-
ment may prevent criticism of other Schools or Staffs.

[REDACTED] 25X1A9a

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